

REQUEST FOR THE I.M.P.A.C.

A government-authorized I.M.P.A.C. purchase card is requested for the following individual at the NCI-Frederick. Training in the use of the I.M.P.A.C. card either has been received or will be given prior to issuing the card. Signature by the proposed Cardholder and the Card Approving Official (CAO) certifies **understanding and acknowledgment** that such training has to be completed before the card may be issued or used.

The I.M.P.A.C. may be used only for official NCI-Frederick purchases and may not be used for personal requirements for any personal gain. All regulations and reporting requirements enumerated in the training must be adhered to by the Cardholder and the CAO. No individual's I.M.P.A.C. purchases may exceed \$20,000 per year unless additional Purchasing Official training has been received by the individual through the Purchasing Department.

Cardholder:

Name: _____ Ext.: _____

Program Area : _____ Location: _____

Center Number(s): _____

Employee Number: _____ E-mail: _____

I request an I.M.P.A.C. Signature: _____ Date: _____

Card Approving Official (CAO): Must be proposed Cardholder's supervisor or higher level and must have Fiscal Authority for Center Number.

Name: _____ Title: _____ Ext.: _____

Program Area: _____ Location: _____

Signature: _____ Date: _____

Requested Single Purchase Limit (may not exceed \$2,500): _____

Requested Monthly Purchase Limit: _____

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Do not write below this line

CAO #: _____ New: _____

Agency/Organization Program

Coordinator Signature: _____ Date: _____